



STATE OF WASHINGTON  
WASHINGTON STATE BOARD OF HEALTH  
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June 12, 2002

**To:** Members of the Washington State Board of Health  
**From:** Craig McLaughlin  
**Re:** SBOH PUBLICATIONS POLICY

**Background and Summary**

The Washington State Board of Health does not currently have a policy on publications, nor does the Department of Health. In February, the Board received a communication from the Washington State Library that it was not providing copies of Board publications for the state archives and depository libraries. All state agencies are required to provide copies by statute and by Office of Financial Management directive.

Once informed of the situation, Board staff made sure it supplied the Library with the materials it requested. Additionally, I reviewed OFM directives, state laws, Department of Health materials, and other state guidelines on publications. The proposed "Policy 2002-001: Publications of the State Board of Health," attached, is an attempt to accumulate and consolidated various requirements and guidelines in a single document that is specific to the Board.

**Recommended Board Action**

The Board may wish to consider the following motion:

**The Board adopts Policy 2002-001: Publications of the State Board of Health.**